



*Daily Express Tribune  
Dated: 02-04-2020.*



## Tender Notice

Bids are invited from authorized distributors/suppliers registered with Income Tax and Sales Tax Departments for procurement of IT equipment/ computer hardware i.e. Mid-Range Servers, Video Conference System, Video Wall and LED Screens under provisions of the development project "Strengthening of Ministry of Planning, Development & Reform in IT" during financial year 2019-20.

2. Bidding document, which are containing details of items to be purchased, terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/ rejection of bids, are available for interested bidders at the following address. The bidding document can be downloaded from web address [www.pc.gov.pk](http://www.pc.gov.pk)
3. Bids prepared in accordance with instructions in the bidding document must reach at following address on or before **16<sup>th</sup> April, 2020** upto **03:00 p.m.** Bids will be opened on the same day at **03:30 p.m.** in presence of bidders or their authorized representatives. The advertisement alongwith bidding document is also available on PPRA [www.ppra.org.pk](http://www.ppra.org.pk)



PID(J)5554/19

**(Nasir Mahmood Malik)**  
**Project Director**  
**Strengthening of Ministry of Planning,**  
**Development & Reform in IT**  
**Room No. 13, Jawaid Azfar Computer Centre**  
**Block "P" Pak Secretariat, Islamabad, Ph: 051-9219861**



Planning Commission  
Ministry of Planning, Development & Special Initiatives, Islamabad  
Government of Pakistan

# **Bidding Document**

**For**

**Procurement & Installation of IT Equipment, Licensed  
Software and Miscellaneous Items**

**For**

**“Strengthening of Ministry of Planning, Development  
and Reform in IT” Project**

**April, 2020**

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## **Invitation for Bids (IFB)**

### **For Procurement & Installation of IT Equipment, Licensed Software and Misc. Items for “Strengthening of Ministry of Planning, Development and Reform in IT” Project**

Ministry of Planning, Development and Special Initiatives(M/o PDSI) Islamabad invites sealed bids from reputed national and international manufacturers, their authorized partners (Distributors, Resellers or Authorized Letter from mentioned Partners) for each item/solution in Islamabad, Pakistan with high repute for procuring high quality and genuine items/solution.

1. Bidding shall be conducted through **Single Stage–Two Envelope** Bidding Procedure as per PPR Rules. Envelopes should be clearly marked as **TECHNICAL & FINANCIAL PROPOSALS** in bold & legible letters on respective envelopes. The bidders are bound to provide their complete information along with postal as well as valid email address and phone number(s) on each of the respective envelopes.
2. Bidding documents, detailed description and quantities of items, collected from the address mentioned in this Invitation for Bids (IFB).
3. The bids shall reach at the address mentioned at Clause 1.9 on or before 15:00hrs on 16-04-2020. The bids shall be opened on the same day at 15:30hrs by the Procurement Committee in the presence of Representatives of the bidders in the Ministry of Planning, Development & Special Initiatives, ‘P’ Block, Pakistan Secretariat, Islamabad. Bid submitted after due date & time shall not be entertained.
4. A pre bid meeting will be held on **8<sup>th</sup> April, 2020**, at Ministry of Planning, Development & Special Initiatives, ‘P’ Block, Pakistan Secretariat, Islamabad. The exact time and venue will be communicated at appropriate time to bidders issued the Bid Document.
5. The bid must be accompanied with Bid Security @ 3% of the bid value in the shape of Call Deposit Receipt (CDR) in the name of the DDO, Strengthening of Ministry of Planning, Development and Reform in IT” Project.
6. Late bids will be treated as non-responsive and will not be entertained.
7. Bids/Rates shall be quoted in Pak Rupees and on FOR basis (delivery at premises) inclusive of all taxes where applicable.

8. Bidders are required to offer most competitive lowest rate but with high standard quality inclusive of all the taxes, as negotiations on quoted rates are not allowed under the rules. The bid must be valid up to 45 days (Mutually extendable) from date of opening of the bid.

9. The Purchaser reserves the right to reject any or all the bids as per provisions contained in Rules of PPRA Procurement Rules.

**Assistant Director Admn. & Accounts**  
**Strengthening of Ministry of Planning, Development and Reform in IT,**  
**Ministry of Planning, Development and Special Initiatives**  
JACC, Ground Floor, 'P'-Block, Pak Secretariat, Islamabad  
Tel: +92-51-9219861  
Email: ad\_jacc@pc.gov.pk

**Section 1:  
Instructions to the Bidders  
(ITB)**

**Section I: Instruction to Bidders including Data Sheet**

**Bid Data Sheet**

<b>ITB Ref</b>	<b>Description</b>	<b>Detail</b>
ITB Clause 2.1	Bid Reference Number	<b>No. 5(4)/IT/PC/2020</b>
ITB Clause 2.2	Name of Goods	<b>Computer Hardware, IT Equipment, Licensed Software&amp;Misc. Items</b>
ITB Clause 2.3	Commencement date of provision of Bidding Document	<b>1<sup>st</sup> April, 2020</b>
ITB Clause 2.4	Closing date of issuance of Bid documents	<b>Upto 14<sup>th</sup>April, 2020 (During Office hours)</b>
ITB Clause 2.5	Submission of written clarifications by bidders	<b>On or Before 7<sup>th</sup>April, 2020</b>
ITB Clause 2.6	Pre-Bid Meeting	<b>8<sup>th</sup>April, 2020 at 3:00 p.m.</b>
ITB Clause 2.7	Last date and time for submission of bids	<b>16<sup>th</sup>April, 2020 till 3:00 p.m.</b>
ITB Clause 2.8	Bid Submission Address	<b>Assistant Director, “Strengthening of Ministry of Planning, Development and Reform in IT Project”, Ministry of Planning, Development and Special Initiatives, Ground Floor, JACC, ‘P’-Block, Pak Secretariat, Islamabad</b>
ITB Clause 20.1	Bidding for Selective Items	<b>Selective Items will not be entertained.</b>
ITB Clause 3	Bidding Process	Single Stage Two Envelopes (Technical + Financial) of PPRA Rules.
ITB Clause 17	Clarification(s) on Bidding Documents	<b>Assistant Director, Strengthening of Ministry of Planning, Development and Reform in IT Project</b>
ITB Clause 15	Language of bid	<b>English</b>

ITB Clause 20.1	Specific Description of Goods in the Bidding Documents	Quotations will be submitted for each & every item mentioned in Section-III: Schedule of Requirements of the Bidding Documents. Any item that does not fulfill desired specification and mandatory requirements, the bid shall be rejected straightaway.
ITB Clause 18.2	Bid Price	Bid Price shall be inclusive of all duties, taxes & levies.
ITB Clause 18.1	Currency of Bid	<b>PKR</b> – Pakistan Rupees
ITB Clause 24	Name of the Bid Form (Primary documents)	<b>TECH FORM 1:</b> Technical Proposal Cover Letter <b>TECH FORM 2:</b> BID COVER SHEET <b>TECH FORM 3:</b> Affidavit <b>TECHFORM4:</b> Eligibility of the Bidders & Goods <b>TECH FORM 5:</b> Manufacturer/Distributor's Authorization <b>TECH FORM 6:</b> Summary of Similar Contracts <b>TECH FORM 7:</b> CVs of Technical Resource <b>FINFORM 1:</b> Financial Proposal Cover Letter <b>FINFORM2:</b> Price Schedule
ITB Clause 25	Amount of Bid Security / Earnest Money	The Bidder shall furnish, as part of its bid, a Bid Security/Earnest Money equivalent to <b>3%</b> of the total bid price for all items in the name of DDO Strengthening of MOPDR in IT
ITB Clause 19	Bid validity period	45 days (Mutually extendable)
ITB Clause 26	Date, time and venue of opening of technical bids	<b>16<sup>th</sup> April, 2020 at 15:30hrs</b> 'P' Block, Ministry of Planning, Development & Special Initiatives, Pak Secretariat, Islamabad
ITB Clause 6	Performance Guarantee / Performance Security	The Performance Security shall be 10% of the total contract price quoted at the time of Letter of Acceptance (LOA) and it shall be submitted in the Ministry of Planning, Development & Special Initiatives, Pak Secretariat, Islamabad



## Terms & Conditions

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## **Instructions to the Bidder -Terms & Conditions**

Following are Terms & Conditions for Bidding and subsequent Contract. The provisions mentioned herein will become part of the Contract. Whenever there is a conflict, the Special Provisions shall prevail over General Provisions of the Contract.

### **1. Definitions**

In this document, unless there is anything repugnant in the subject or context:

- a) "Authorized Representative" means any representative appointed, from time to time, by the Client, the Purchaser or the Contractor.
- b) "Availability and Reliability" means the probability that a component shall be operationally ready to perform its function when called upon at any point in time.
- c) "Authority" means Ministry of Planning, Development & Special Initiatives.
- d) "Bidder" means the Firm/Company/Supplier/Distributors fulfilling the eligibility criteria and participating in the bidding for provision of I.T. related equipment as per provision of bid document/ contract.
- e) "Contractor" means the person/firm/company whose Tender has been accepted and awarded letter of intent followed by the Contract by the Purchaser.
- f) "Purchaser" means "Strengthening of M/o Planning, Development & Reform in IT" Project, M/o Planning, Development & Special Initiatives, for the purposes of the Contract.
- g) "Contract" means the agreement entered into between the Purchaser and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.
- h) "Defects Liability Period" means the warranty period following the taking over, during which the Contractor is responsible for making good, defects and damages in Goods and Services provided, under the Contract.
- i) "Force Majeure" means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include, but are not restricted to, wars, revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- j) "Goods" means equipment, machinery, and/or other materials which the Contractor is required to supply to the Purchaser under the Contract.
- k) "Services" means installation, configuration, deployment, commissioning, testing, training, support, after sale service, etc. of Goods and other such obligations which the Contractor is required to provide to the Purchaser under the Contract.

- l) "Origin" shall be considered to be the place where the Goods are produced or from where the Services are provided. Goods are produced when, through manufacturing, processing or assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components. The origin of Goods and Services is distinct from the nationality of the Contractor.
- m) "Delivery Acceptance Certificate" means the certificate to be issued by the Client to the Contractor, in accordance with the Contract.
- n) "Works" means work to be done by the Contractor under the Contract.
- o) "Inventory List" means a list of equipment/ supplies bearing details of make/ model/quantity/unit price/ warranty/location of supply/ installation/ manufacturer/authorized workshop, duly signed by the Contractor and verified by the Client.

## **2. Basic Information**

2.1 Bid reference number: 5(4)/IT/PC/2020

2.2 The Goods are: **IT Equipment, Licensed Software and Misc. Items.**

2.3 Commencement date of provision of bidding document is 1<sup>st</sup> April, 2020

2.4 Closing date of issuance of Bid documents is 14<sup>th</sup> April, 2020

2.5 Submission of clarifications in writing by bidders is 7<sup>th</sup> April, 2020

2.6 Pre-Bid Meeting will be held on 8<sup>th</sup> April, 2020

2.7 Last date for bid submission will be 16-04-2020 at 3:00pm

2.8 Bid Submission Address is as following:

Assistant Director,  
"Strengthening of Ministry of Planning, Development and Reform in IT Project",  
Ministry of Planning, Development and Special Initiatives,  
**Ground Floor, JACC, 'P'-Block, Pak Secretariat, Islamabad**

## **3. Bidding Process & Evaluation Criteria**

The details of bidding process & evaluation criteria is provided in **Section II** of this document.

## **4. Country of Origin/ Eligible Countries**

All countries and territories as indicated in **Section V** of the Bidding Documents, "Eligibility for the Provisions of Goods, Works, and Services."

## **5. Standards**

The quoted product, at the time of technical evaluation and on delivery, shall conform to the standards as prescribed in specifications and in the Technical Evaluation Criteria. The said

conformance shall lead to subsequent issuance of the Acceptance Certificate to the Supplier by the Purchaser.

**6. Performance Security**

The amount of performance security, as a percentage of the Contract Price, shall be: Ten(10) percent of the Contract Price.

*[The following provision shall be used in the case of Goods having warranty obligations.]*

After delivery and acceptance of the Goods and services, the Performance Security shall be returned after successful completion of the contract in accordance with Warranty & support.

**7. Inspections and Tests**

Inspection and tests of IT Equipment, Licensed Software and Misc. Items/ shipment of Goods and at final acceptance is as follows: Equipment Delivery & Inspection Report by Inspection Sub-Committee and followed by issuance of Delivery Acceptance Certificate (DAC) by Assistant Director (Admin & Accounts) on behalf of Procurement Committee to process payment of items.

**8. Packing**

The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

**9. Delivery and Documents**

9.1 Delivery of all intended items shall be at Ministry of Planning, Development & Special Initiatives, 'P' Block, Pak Secretariat, Islamabad and it shall be maximum **two weeks**.

9.2 In case of Import or as required otherwise, upon shipment, the Supplier shall notify the Purchaser the full details of the shipment, including Contract number, description of Goods, quantity and usual transport document. The Supplier shall mail the following documents to the Purchaser.

- (i) copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
- (ii) Original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;
- (iii) Manufacturer's or Supplier's warranty certificate;
- (vi) Certificate of origin.

9.3 *Applicable Delivery Mode:* Delivered Duty Paid (**DDP**) of Incoterms 2011

**10. Spare Parts**

10.1 After sale service with spare parts shall be at least 12 months for each item from the Manufacturer (Where applicable).

10.2 After sale service without spare parts shall be further 2 years subsequent to period mentioned in Clause 10.1 above. (Where applicable).

**11. Warranty**

**Warranty as per standard.**The Supplier shall, in addition, comply with the guarantees associated with the performance and/or conformance specifications specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:

(a) makesuchchanges,modifications,and/oradditionstotheGoodsoranypartthereofas maybenecessaryinordertoattainthecontractualguaranteesspecifiedintheContract atitsowncostandexpenseandtocarryoutfurtherperformance/conformancetestsin accordance with Clause7,

**or**

(b) pay liquidated damages to the Purchaser with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be 1.5% per week up to a maximum of 06% of the total Contractprice.

**12. Payment**

The method and conditions of payment to be made to the Supplier under the Contract shall be as follows:

**Payment for Goods supplied:**

a) Payment shall be made in **Pak. Rupees** through **crossed cheque** in the following manner:

50% percent of the Contract Price of the Goods shall be processed to supplier within 15 days at the time of delivery of items subject to initial inspection at premises. 50% of the payment will be processed within thirty (30) days from the time of delivery subject to installation, commissioning and acceptance of complete system on provision of documents specified as follows;

- i. TheSupplierinaccordancewiththetermsandmannerspecifiedintheSchedule of Requirements shall make delivery of the goods.
- ii. The Supplier shall furnish all necessary documentation necessary for completion of the delivery, at the time of delivery and in the manner prescribed.
- iii. ThegoodssuppliedundertheContractshallbeDeliveredDutyPaid(DDP)under which risk is transferred to the buyer after the Goods have been delivered and accepted.

**13. Liquidated Damages**

- 13.1 **Applicable rate: 1.5% per week the total Contract price**
- 13.2 **Maximum deduction: ≤ 6% of the total contract amount.**

13.3 **Purchase order can be cancelled in case of delay exceeding 4 weeks.**

**14. Disputes Resolution**

In the case of a dispute between the Purchaser and the Supplier, the dispute shall be referred to adjudication or arbitration in accordance with Arbitration Laws of Pakistan and heard at Islamabad.

**15. Governing Language**

The Governing Language shall be: English

**16. Applicable Law**

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.

**17. Notices & Clarifications**

17.1 Purchaser's address for notice and clarification purposes:

**Assistant Director (Admin & Accounts),  
Strengthening of M/o PDR in IT Project,  
JACC, Ground Floor, 'P'-Block, MOPD&SI, Pak Secretariat, Islamabad**  
Telephone(s): +92-51-9219861  
E-Mail: [ad\\_jacc@pc.gov.pk](mailto:ad_jacc@pc.gov.pk)

17.2 Supplier should provide focal person's contact details, i.e., name, address, telephone, email.

**18. Duties, Taxes & Levies**

18.1 The Unit price quoted by the bidder shall be: inclusive of all duties, taxes & levies.

18.2 All items in the Bid shall be quoted in Pakistan Rupees (PKR) and remain valid as per Clause 19 herein.

**19. Bid Validity**

19.1 The Bidder shall provide a minimum validity period of forty-five (45) days from the last date for submission of the Bids.

19.2 The Purchaser, at anytime before final contract signing, may solicit the Bidder's consent to an extension of the validity period of the Bid. The request and the response thereto shall be made in writing. If the Bidder agrees to extension of validity period of the Bid, the validity period of the Bid security shall also be proportionately extended. The Bidder may refuse extension of validity period of the Bid, without forfeiting the Bid security.

**20. Rejection of Bids**

20.1 Bids will be submitted for each and every item mentioned in Section III: Schedule of Requirements of the Bidding Document. Bids with selective items will not be entertained.

Any item that does not fulfil described specifications and mandatory requirements, the bid shall be rejected straightaway.

20.2 The Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid. The Procuring Agency shall upon request communicate to any Bidder who submitted a bid, the grounds for its rejection of any or all bids but is not required to justify those grounds.

20.3 The Procuring Agency incurs no liability, solely by virtue of its invoking ITB Clause 20.1 above towards Bidders who have submitted bids.

20.4 Notice of the rejection of any or all bids shall be given to the concerned Bidders that submitted bids.

**21. Joint Venture**

Joint Venture is allowed. JV deed and relevant documents regarding deed constituted prior to bid submission date will be submitted and entertained. The bidder should not subcontract any work as a part of this project after submission of bids, without prior written consent from Ministry of Planning, Development & Special Initiative.

**22. Right to Alter Quantities and requirements**

22.1 At any time prior to the deadline of submission of Bids, Purchaser may for any reason, whether at its own initiative or in response to a clarification requested by bidders, modify the Bid Document by amendment, which will be communicated through email to the bidders who have already been issued Bid Document.

22.2 All such amendments shall become part of the Bid Document.

22.3 Purchaser reserves the rights to alter quantities, revise/modify all or any of the specifications, delete some items specified in this offer, when finalizing its requirements.

22.4 No Commitment to Accept Lowest or Any Bid: Purchaser shall be under no obligation to accept the lowest or any other offer received in response to this bid notice and shall be entitled to reject any or all bids without assigning any reason whatsoever.

**23. Re-Bidding**

23.1 If the procurement entity has rejected all bids under Rule, it may call for a re-bidding.

23.2 The Procuring Agency before invitation for re-bidding shall assess the reasons for rejection and may revise specifications, evaluation criteria or any other condition for Bidders, as it may deem necessary.

**24. Bid Forms, Documents & Attachments**

24.1 The Technical Proposal shall comprise the following forms and documents, without quoting the price:

- a) Technical Proposal Covering Letter (Tech Form 1)
- b) Bid Cover Sheet (Tech Form 2)

- c) Affidavit (All terms & conditions and qualifications listed anywhere in the tender document have been satisfactorily vetted and agreed) (Tech Form 3)
- d) Evidence of eligibility of the Bidder and the Goods (Tech Form 4)
- e) Authorization Certificate / document from the principal / manufacturer. (Tech Form 5)
- f) Summary of Similar Contracts (Completed & Ongoing) (Tech Form 6)
- g) CV of Technical Resources (Tech Form 7)
- h) Compliance Sheet - Evidence of conformity of the Goods / the Services to the Bid Document
- i) Technical Brochures / Literature
- j) Details of Warranty and After-Sale Service
- k) Project Timeline for Delivery, Installation & related Services
- l) The statement must be signed by the authorized representative of the Bidder
- m) Valid Registration Certificate for Income Tax, Sales Tax.

24.2 The Financial Proposal shall comprise the following forms and instruments:

- a) Financial Proposal Covering Letter (Fin Form 1)
- b) Price Schedule (Fin Form 2)
- c) Bid Security equal to 3% of Bid Value

**25. Bid Security/ Earnest Money**

The Bidder shall furnish, as part of its bid, a Bid Security/Earnest Money equivalent to 3% of the total bid price for all items in the name of DDO, Strengthening of MOPDR in IT Project.

**26. Date, time and venue of opening of Bids**

26.1 Technical Proposal will be opened 30 minutes after Bid Submission on the same date and venue as of Bid submission mentioned in Clause 2.

26.2 Date, time and venue of opening of Financial Proposals will be communicated by the Purchaser only to the technically qualified & compliant bidders at an appropriate time.



**SECTION II  
Bidding Process &  
Evaluation Criteria**

**Section II: Bidding Process, Evaluation Procedure & Criteria of Bids**

**Bidding Process**

Single stage two envelopes bidding process will be adopted where bids will be selected under Quality and Cost Based Selection (QCBS) System and procedures described in this Bid Document, in accordance with the PPRA Rules.

The bidding process will involve the steps along with timelines as mentioned in Bid Data Sheet.

1. To enable bidder to prepare the proposal, a list of attached document formats have been provided in Section IV- Standard Forms.
2. Any request for clarification should be initiated in writing by email and should be addressed as indicated in notices clause (ITB Clause 17.1).
3. At any time before the submission of proposals, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by any bidder, modify the Documents by amendment. The clarification on bids or any amendments of the bid will be intimated to all Bidders listed with the Purchaser for this Bid in writing. The Purchaser may at its discretion extend the deadline for the submission of proposals.

**Bidding Procedure for Evaluation of Bids**

The bid submitted by the Bidder will be evaluated as per the following procedure:

1. First level of evaluation will be based on mandatory criteria. Only those firms who fulfill mandatory criteria will qualify for next round of evaluation.
2. Second level of evaluation will be on the basis of the Technical Bid, which will include compliance to technical specifications of each item and other factors mentioned in this bid document.
3. Bids that pass technical evaluation, will be opened for financial evaluation.

**List of Mandatory Documents for Eligibility.**

S #.	Documents.	Validity
1	Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan with minimum 5 years of Relevant Experience	Valid certificate from concerned regulator/ authority required.
2	Registration of NTN with Federal Board of Revenue (FBR) and having Active Tax Payer status.	
3	Registration of General Sales Tax (GST) with Federal Board of Revenue (FBR) and having Active Tax Payer status.	
4	The bidder should have fully operational office/ Head office in Islamabad/Rawalpindi.	
5	Principal/ OEM Presence in Pakistan (Proof of Presence in Pakistan)	
6	Affidavit that firm is not Blacklisted and involved in any active litigation in Pakistan.	
7	Authorized partners of OEM (Distributors, Resellers or Authorized Letter from mentioned Partners) for items where applicable. <i>(In case of provision of Distributor's Authorization letter then distributor's authorization certificate issued from manufacturer should also be provided for authenticity of offered products)</i>	Valid Authorization Certificate
8	Bidder should have Active SLAs with public /private sectors in Pakistan	SLA Agreements
9	Proof of similar completed projects for the last five years	Completion Certificates
10	Bidder has technical capabilities to provide support services / assistance during active period of Contract.	Team List with relevant training /certification
11	Compliance/ Data sheet shall be provided. Unless the submission of the same, bid shall be considered rejected straight away.	Compliance Sheet & Data Sheets

**Evaluation Procedure& Criteria**

**Technical**

**(i) Procedure for opening of Bids**

Single stage – two envelopes, procedure would be adopted for opening of bids. The procedure and terms are as follows:

- a) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the Financial Proposal and the Technical Proposal;
- b) The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- c) Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- d) The Technical Proposals shall be evaluated for compliance to technical requirement of this document, without reference to the price and reject any proposal which does not conform to the specified requirements as listed in said Sections.
- e) The envelope marked as “FINANCIAL PROPOSAL” shall be opened in front of Procurement Committee members and the representatives of qualified bidders after the technical evaluation who have scored at least 70% marks;
- f) The Financial Proposal of bids found technically nonresponsive or unqualified shall be returned un-opened to the respective bidders;
- g) The opened financial proposals will be evaluated and amount totals will be checked/verified for correctness. The lowest priced bid compliant in all respects will be considered for the award of procurement order.

**(ii) Technical evaluation**

There would be a two-stage evaluation; preliminary mandatory evaluation of technical bids will be done as per information tabulated above. Detailed technical evaluation of those firms would be performed which would qualify the above tabulated mandatory evaluation criteria. Based on the detailed evaluation, a further short listing will be done. These short-listed firms may be asked to give presentation/ demo of their equipment/ solution as requested by the Purchaser. The technical evaluation would be performed by the Technical Evaluation Committee. Rating for technical evaluation will be as per following criteria:

Sr.#	Criteria	Marks
1	<b>Relevant Experience</b>	<b>30</b>
(i)	Relevant experience in providing, installation and configuration of IT Equipment of similar nature & size for clients in Public, Private or Corporate Sector organizations Each Project → 02 Marks (Maximum 06 Marks)	

(ii)	Relevant experience in ‘Video Conferencing System Solution/Video Wall Solutions’ of similar nature & size for clients in Public/ Private Sector Departments/Organizations Each Project → 02 Marks (Maximum <b>14 Marks</b> )	
(iii)	Active SLA for Video Conferencing System/Video Wall Systems with Public/ Private Sector Each SLA → 02 Marks (Maximum <b>10 Marks</b> )	
2	<b>Technical Resource</b>	<b>20</b>
(i)	<b>Technical Staff strength (10 or above) employees: 20 marks</b> including at least 02 Engineerstrained / certified on offered video conferencing/ video wall equipment (Manufacturer’s Certified).	
	<b>Technical Staff strength between 05-09 employees: 10 marks</b> including at least 02 Engineers trained / certified on manufacturer’s equipment.	
	<b>Technical Staff strength less than 05 employees: 05 marks</b>	
3	<b>Project Implementation/ Management Plan</b>	<b>50</b>
(i)	Project Timeline for delivery and installation Within 2 Weeks → 40 marks Within 4 Weeks → 20 marks Beyond 4 Weeks → 0 marks (Maximum <b>40 Marks</b> )	
(ii)	Overall Proposal Presentation in terms of: Conciseness Clarity, Completeness (Maximum limit of <b>10 Marks</b> )	

**(iii) Financial Evaluation**

Financial bids of only those bidders who Score at least 70% on the technical evaluation would be opened before the representatives who wish to attend the financial proposal opening and the lowest financial compliant bid (among technically qualified bidders) will be selected for award of the purchase order, after fulfilling contractual obligations. Decision of the Procurement Evaluation Committee will be binding on all concerned and will in no case be challengeable at any forum.

**SECTION III**  
**Schedule of Requirements**

### Summary List of Items for Procurement

S#	Item Description	Qty
1	Mid-range Servers for Core Business Systems	2
2	Video Conference system (complete solution)	1
3	Video Wall (complete solution)	1
4	LED screens	2

**Specifications of Items/ Equipment (with Installation, Configuration, Support Services, etc.)**

**1. Mid-range Servers for Core Business Systems- Qty 2**

<b>Server</b>	<ul style="list-style-type: none"> <li>• Processor: Intel Xeon E2650v4 2.6GHz7.2GT, 06Core or higher</li> <li>• Cache: 2.5 MB per core</li> <li>• Memory: 4x64 GB, RDIMMS 1866 MHz, Dual Rank or higher</li> <li>• Hard Disk: 6 x 900 GB 2.5-inch 15K RPM,6Gbps SAS Hot Plug Hard Drive</li> <li>• Hard Disk RAID: RAID Controller with RAID 0,1,5,10 Support</li> <li>• Optical Drive: DVD+/-RW</li> <li>• Drive Bays: Up to sixteen (16) 2.5" drives, hot plug drive bays</li> <li>• Communication: Embedded 4x1GbE Network Adapter</li> <li>• Power: Dual, Hot-plug, Redundant Power Supply (1+1)</li> <li>• Chassis: 2U 2.5" Rack Chassis</li> <li>• Warranty: 3 Years Parts Exchange Service Warranty</li> <li>• Operating System: Windows Server 2016 or latest</li> <li>• <b>Brand:</b> HP, Dell or Equivalent.</li> </ul>
<b>Installation &amp; Training</b>	<ul style="list-style-type: none"> <li>• Installation at P Block, Pakistan Secretariat Islamabad. Training of 2-3 persons at P Block , Pakistan Secretariat Islamabad.</li> </ul>
<b>Warranty</b>	<ul style="list-style-type: none"> <li>• 3 Years</li> </ul>
<b>SLA</b>	<ul style="list-style-type: none"> <li>• Can be signed after one year support period.</li> </ul>

**2. Video Conference System (Complete Solution having following or higher specifications)**

**a. MCU HARDWARE/SOFTWARE BASED)- Qty 1**

<b>Capacity</b>	<ul style="list-style-type: none"> <li>• Appliance based or chassis based MCU</li> <li>• Must support at least 1 concurrent meetings having 40port Full HD participants or above in each meeting on 1080P30/60 without any port license</li> <li>• Offer bandwidth optimization for meetings in different locations</li> <li>• Must comply with ITU-T H.323, IETF SIP</li> </ul>
<b>Video</b>	<ul style="list-style-type: none"> <li>• Support following resolution and frame rate                         <ul style="list-style-type: none"> <li>○ 1080p at 60 fps for main video</li> <li>○ 1080p30 for content</li> </ul> </li> <li>• Support following Video standards                         <ul style="list-style-type: none"> <li>○ H.263 (+, ++)</li> <li>○ H.264 AVC (Baseline and High Profile)</li> <li>○ H.264 SVC</li> <li>○ WebM, VP8</li> <li>○ Microsoft RTV</li> <li>○ HTML5/WebRTC</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>○ SIP, H.323, TIP</li> </ul>
<b>Audio</b>	<ul style="list-style-type: none"> <li>• Support following Audio standards                             <ul style="list-style-type: none"> <li>○ AAC-LD</li> <li>○ Speex</li> <li>○ Opus</li> <li>○ G.722, G.722.1, G.722.1c, G.729a, G.711a/u</li> </ul> </li> </ul>
<b>Presentation</b>	<ul style="list-style-type: none"> <li>• Must support 1080p30fps dual stream</li> </ul>
<b>Continuous Presence</b>	<ul style="list-style-type: none"> <li>• Must support symmetric 1080p30 continuous presence, ensuring that 1080p30 continuous presence can be sent and received between endpoints and MCUs without affecting port capabilities.</li> <li>• Must support/present continuous presence for each participant and the number of panes can be automatically changed according to the number of participants increased.</li> </ul>
<b>Conference Reliability</b>	<ul style="list-style-type: none"> <li>• Secure Real-Time Transport Protocol (SRTP)</li> <li>• H.235, AES</li> <li>• Transport Layer Security (TLS)</li> <li>• Simple Network Management Protocol (SNMP)</li> <li>• Must support web management portal, which provide configuration, log, and alarm and upgrade function.</li> </ul>
<b>Interoperability</b>	<ul style="list-style-type: none"> <li>• Video processing capability to encode and 1080p30 video</li> <li>• Address lookup and resolution, and translation between E.164 and IP addresses</li> <li>• Support both IPv4 and IPv6.</li> </ul>
<b>Licenses</b>	<ul style="list-style-type: none"> <li>• Include all hardware, software licenses for 30 remote connections at a time</li> </ul>
<b>Installation &amp; Training</b>	<ul style="list-style-type: none"> <li>• Installation at P Block, Pakistan Secretariat Islamabad. Training of 2-3 persons at P Block , Pakistan Secretariat Islamabad.</li> </ul>
<b>Warranty</b>	<ul style="list-style-type: none"> <li>• One Year</li> </ul>
<b>SLA</b>	<ul style="list-style-type: none"> <li>• Can be signed after one warranty and support period.</li> </ul>

**b. Video Conferencing System for Main Auditorium/ 3<sup>rd</sup> Floor + Backup Qty 2**

<b>Network rate</b>	<ul style="list-style-type: none"> <li>• Must support bandwidth range from 64 Kbit/s to 6 Mbit/s or higher</li> </ul>
<b>Network Interfaces</b>	<ul style="list-style-type: none"> <li>• 3x Ethernet (RJ-45) 10/100/1000 for LAN1080p at 60 fps for main video</li> <li>• Support following Video standards</li> <li>• Wi-Fi 802.11a/b/g/n/ac 2.4 GHz/5 GHz for LAN. 2x2 MIMO</li> <li>• Bluetooth 4.0 LE</li> </ul>
<b>Video</b>	<ul style="list-style-type: none"> <li>• H.264, H.265 or higher</li> <li>• Support 3840 x 2160p60 (4Kp60)</li> <li>• 1080p 25/30fps, 720p 50/60fps, 720p for video resolution</li> </ul>
<b>Audio</b>	<ul style="list-style-type: none"> <li>• Support G.711A, G.729A, G.722, AACLD and OPUS audio protocol.</li> </ul>
<b>Presentation</b>	<ul style="list-style-type: none"> <li>• Support wired and wireless H.239 (H.323) dual stream Support resolutions up to 3840 x 2160p5 (4Kp5) and 1080p30</li> </ul>

	<ul style="list-style-type: none"> <li>• Supports dual content sources for local meetings</li> <li>• Provide 1 video input and two video output interfaces support formats up to 3840 x 2160p60 (4Kp60)</li> </ul>
<b>Ports</b>	<ul style="list-style-type: none"> <li>• Video Inputs: One HDMI input supports formats up to maximum 1080p60, Two HDMI inputs support formats up to maximum 4K (3840 x 2160) at 30 fps including HD1080p60</li> <li>• Video Outputs: Two HDMI outputs support formats up to 3840 x 2160p60 (4Kp60)</li> <li>• Input interface should support HDMI</li> <li>• Audio input: Three microphones, 4-pin mini-jack, Two HDMI audio input</li> <li>• Speakers (integrated) High-quality speakers: five speakers in balanced configuration</li> <li>• Audio output:             <ul style="list-style-type: none"> <li>○ 1 line out mini-jack</li> <li>○ 1 RCA output for subwoofer</li> <li>○ 2 HDMI outputs</li> </ul> </li> </ul>
<b>Camera</b>	<ul style="list-style-type: none"> <li>• 5x Digital zoom or better</li> <li>• Built-in Quad camera, which should support 5K Ultra HD resolution 60fps resolution or better</li> <li>• Support Speaker Tracking feature with Metrics: Counts people in the room, enabling analytics for better resource planning</li> <li>• Be able to encode and decode 1080p30fps video</li> </ul>
<b>Bandwidth for resolution / frame rate</b>	<ul style="list-style-type: none"> <li>• Must support encryption for H.235, SIP,H.323</li> </ul>
<b>Security / Secure Access</b>	<ul style="list-style-type: none"> <li>• Web/telnet</li> </ul>
<b>Accessories</b>	<ul style="list-style-type: none"> <li>• Include all accessories/cables required for the system to be 100% functional</li> </ul>
<b>Installation &amp; Training</b>	<ul style="list-style-type: none"> <li>• Installation at P Block, Pakistan Secretariat Islamabad. Training of 2-3 persons at P Block , Pakistan Secretariat Islamabad.</li> </ul>
<b>Warranty</b>	<ul style="list-style-type: none"> <li>• One Year</li> </ul>
<b>SLA</b>	<ul style="list-style-type: none"> <li>• Can be signed after one warranty and support period.</li> </ul>

**3. Video Wall (4 X 4) Matrix (Complete Solution of Samsung or equivalent) Qty 1**

<b>Video Screens</b>	<b>Wall</b>	<p><b>Video Wall Screen</b></p> <ul style="list-style-type: none"> <li>• Diagonal Size: 55"</li> <li>• Type: D-LED DID technology for extensive usage, Anti Image Retention circuitry, black</li> <li>• - Bezel to Bezel Width mm: 1.7 mm</li> <li>• - Brightness: 500 cd/m2</li> <li>• - Resolution: Full HD 1920 x 1080</li> <li>• - Contrast Ratio: 4,000:1</li> <li>• - Input: Display Port, HDMI 1, HDMI 2, DVI-D, D-SUB, Component, Audio In</li> <li>• - Output: Display Port (Loop Out), Audio Out</li> <li>• - USB Support: Yes, Firmware</li> <li>• - External sensor: Detachable Type (IR, Ambient)</li> <li>• - External Control: RS232 in/out, Ethernet(RJ45)</li> <li>• - Advanced Color Management Chipset</li> </ul>
<b>Video Controller</b>	<b>Wall</b>	<p><b>VIDEO WALL CONTROLLER</b></p> <ul style="list-style-type: none"> <li>• - Type: 19" 4U Rack Mounted</li> <li>• - Intel® Core Processor</li> <li>• - Ram: 16GB RAM</li> <li>• - Hard Disk: 2 x 240 GB SSD Raid 1</li> <li>• - PCIeexpress Gen. 3 Slots</li> <li>• - Ethernet: Dual Gigabit Ethernet Ports</li> <li>• - Redundant Power Supply Units, Hot Swappable</li> <li>• - Expandable for Future Upgrade</li> <li>• - Total No. of Outputs: 16 X DP/HDMI/DVI (4 x Display Port Output Card)</li> <li>• - Total No. of Inputs: 12 X DVI/HDMI/RGB (3 X -IN4 Capture cards)</li> <li>• - Instant Backup &amp; Recovery USB with Factory Reset on USB-Stick to restore the controller in minutes to the factory reset or to a self-generated image</li> <li>• - Working Hours: 24x7x365</li> <li>• - Operating System - Microsoft Windows 7 Ultimate 64bit or Windows 10 or higher</li> <li>• - Power Cables, Keyboard, Mouse</li> </ul>
<b>Accessories</b>		<ul style="list-style-type: none"> <li>• All accessories, cables required for the above Configuration</li> </ul>
<b>Installation &amp; Training</b>		<ul style="list-style-type: none"> <li>• Installation at P Block, Pakistan Secretariat Islamabad. Training of 2-3 persons at P Block , Pakistan Secretariat Islamabad.</li> </ul>
<b>Warranty</b>		<ul style="list-style-type: none"> <li>• One Year</li> </ul>
<b>SLA</b>		<ul style="list-style-type: none"> <li>• Can be signed after one warranty and support period.</li> </ul>

**4. LED Screens - Qty 2**

<b>LED Screens</b>	<ul style="list-style-type: none"><li>• 42" or above</li><li>• SAMSUNG/LG/SONY or equivalent</li></ul>
<b>Accessories</b>	<ul style="list-style-type: none"><li>• All accessories, cables required for the installation</li></ul>
<b>Installation &amp; Training</b>	<ul style="list-style-type: none"><li>• Installation at P Block, Pakistan Secretariat Islamabad. Training of 2-3 persons at P Block , Pakistan Secretariat Islamabad.</li></ul>
<b>Warranty</b>	<ul style="list-style-type: none"><li>• One Year</li></ul>

**Compliance Sheet:**

**Equipment with Installation:** Compliance to the above specification is mandatory. Compliance sheet must be provided by the bidder as per above list.

**Supply Schedule:**

**A) For supply of Goods:**

<b>Mode of Penalty</b>	<b>100% Quantity as per Purchase Order</b>	<b>Total Delivery Period</b>
Without penalty	04 Weeks (Maximum)	04 Weeks (Maximum)
With penalty @ 1.5% per week up to a maximum of 06% of the total Contract price.		

*Note: The total delivery period includes delivery to the Purchaser's end destination. Installation, commissioning, test-run, relevant staff training, and initial maintenance are NOT included in the delivery period.*

**b). Liquidated Damages /Penalty**

- i) Wherein the Supplier entirely fails to complete deliveries as per purchase order and within the stipulated time frame specified in the Schedule of Requirements, the Contract to the extent of non-delivered portion of supplies shall stand cancelled.
- ii) After the cancellation of the Contract no supplies shall be accepted and the amount of Performance Guarantee/Security to the extent of non-delivered portion of supplies shall be forfeited.
- iii) If the Supplier fails to supply the whole consignment and not able to deliver to the destination, the entire amount of Performance Guarantee/Security shall be forfeited to the Purchaser account and the firm shall be blacklisted minimum for two years for future participation.
- iv) The exact time frame for making supplies with and without penalty shall be indicated in subsequent purchase orders.
- v) In case of late delivery of goods beyond the period specified in the Schedule of Requirements and subsequent purchase order, a penalty @ 1.5% per week of the cost of late delivered supply shall be imposed upon the Supplier.
- vi) Extension in the delivery period (if any) will be considered by the Purchaser on case to case basis and strictly in accordance with PPRA Rules.

**c) Incidental Services**

The bidders are required to either incorporate or quote separately the costs of following incidental services being part of the contract, if applicable.

- i) **Transportation:** Equipment and supplies will be delivered up to the place of installation / final destination by the bidder at his cost and mode of transportation including loading / unloading.
- ii) **Insurance:** All insurance charges will be borne by the supplier.
- iii) **Custom Clearance:** Equipment and supplies will be cleared (from airport/seaport) customs department by the supplier and charges/duty/taxes if any will be paid by the supplier.
- iv) **Installation:** Supplier will install the equipment at the designated place of work, free of charge, give test-run and if required, will impart on job training.
- v) **Test-Run/Commissioning:** Equipment will be subjected to test-run after commissioning.
- vi) **Staff Training:** Where required, on job training to be provided to working staff on the equipment to be supplied / installed.
- vii) **Initial Maintenance:** Supplier will be responsible for initial maintenance of the equipment (repair and parts), for one complete year starting from the date of installation / test-run.
- viii) **Availability of Spare Parts and Consumables:** Supplier will guarantee through reliable means, acceptable to Purchaser, prompt and easy availability of spare parts & consumables for the period of FIVE years (apart from initial one year as in clause vii above), on reasonable rates.
- ix) **After Sales Service:** Supplier will provide free after sales service from trained and qualified technical staff, free of charge for one complete year (including one year with parts as mentioned above in clause (vii), after the date of installation / test-run.

**d) Warranty**

The supplier / original manufacturer will provide comprehensive warranty (on Judicial Paper) of free after sales service, maintenance, replacement of parts, and working of the equipment for one year from the date of supply. Post warranty maintenance contract for another two years, including after sales service with parts, rates (companies to offer percentage (%) of the contract value in the technical bid). Warranty and post warranty maintenance contract rate shall be acknowledged from the original manufacturer regardless of change of local authorized dealer.

**e) Additional instructions (If applicable)**

- i. Please clearly indicate the country of origin, wholly or parts, etc.
- ii. Indicate place/port of shipment.
- iii. Any state licensing or permission of export/sales/use requirements will be the responsibility of the supplier/manufacturer.
- iv. Complete literature on working, installation, circuiting, maintenance to be provided in English language, with the equipment.
- v. Training of working of the equipment and normal / minor repair, troubleshooting will

be arranged by the supplier/ manufacturer, for Purchaser's staff, (Hardware/ Networking Engineers) at the purchaser's location, at the time of installation/ commissioning (for complex and high-techequipment such as Mid-range Servers, Video Conferencing Solution, Video Wall, etc.).

## **SECTION-IV**

### **STANDARD FORMS**

<b>TECH FORM 1:</b>	Technical Proposal Cover Letter
<b>TECH FORM 2:</b>	Bid Cover Sheet
<b>TECH FORM 3:</b>	Affidavit
<b>TECHFORM 4:</b>	Eligibility of the Bidders & Goods
<b>TECH FORM 5:</b>	Manufacturer/Distributor's Authorization
<b>TECH FORM 6:</b>	Summary of Similar Contracts/ Projects
<b>TECH FORM 7:</b>	CVs of Technical Resources
<b>FIN FORM1:</b>	Financial Proposal Cover Letter
<b>FIN FORM2:</b>	Price Schedule



## TECH FORM 1

### Technical Proposal Submission Form

[Location, Date]

To

Assistant Director (\_\_\_\_\_)

Strengthening of Ministry of Planning, Development & Reform in IT Project,  
Ministry of Planning, Development & Special Initiatives (MoPDSI), Islamabad

Dear Sir,

We, the undersigned, offer to provide the (*IT Equipment, Licensed Software & Misc. Items*) in accordance with your Bid Document dated \_(insert date)\_ and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes.

We undertake, if our Proposal is accepted, to provide supply of items related to the assignment.

We also confirm that the Government of Pakistan / Provincial Government have not declared us ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Bid Document.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature  
(In full and initials)  
Name and Designation of Signatory  
Name of Firm  
Address

---

**TECH FORM 2**

**BID COVER SHEET**

Bid Ref.No.-----

Date-----

Name of the Supplier/Firm Contractor: -----  
-----

Address:-----  
-----

E-mail:\_\_\_\_\_

Phone:\_\_\_\_\_

Facsimile:\_\_\_\_\_

Bid Security attached with Financial Bid                      YES                      NO

Bid for:  
: All Items mentioned in the Schedule of Requirements.

<i>S. No. <sup>1</sup></i>	<i>Name of the Item</i>

Signed:  
Dated:  
Official Stamp:

---

<sup>1</sup>The Serial No. of the item as mentioned in the Technical Specifications.

## TECH FORM 3

### AFFIDAVIT

I/We, the undersigned solemnly state that:

- 1) We have read the contents of the Bidding Document and have fully understood it.
- 2) The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.
- 3) The Goods that we propose to supply under this contract are eligible goods within the meaning of Clause 4 of the ITB.
- 4) The undersigned are also eligible Bidders within the meaning of Clause 21 of the ITB of the Bidding Documents.
- 5) The undersigned are solvent and competent to undertake the subject contract under the Laws of Pakistan.
- 6) The undersigned have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent related to this bid or award or contract.
- 7) The undersigned are not blacklisted or facing debarment from any Government, or its organization or project.
- 8) The undersigned has no dispute anywhere in the province regarding supplies.
- 9) The undersigned agree to give warranty with repair and parts for 01 year and after sale service without parts for 02 years. (Total services for 03 years).

We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

Signed

**Note: The affidavit must be on judicial stamp paper by the Executive of the Firm & attested by Oath Commissioner.**

## TECH FORM 4

Name of the Firm Bid  
ReferenceNo:

Date of opening of Bid.

### Documentary Evidence: Eligibility of the Bidders and Goods

Required Documentation	Checklist <i>(To be initialed by the Bidder against each document)</i>	Relevant Page Number in the Bid <i>(To be filled by the Bidder)</i>	Supporting Documents <i>(To be filled by the Bidder with name of the documents that are submitted to meet the requirement)</i>
<b>Column:1</b>	<b>Column:2</b>	<b>Column:3</b>	<b>Column:4</b>
Letter of Manufacturer's authorization			
Partnership Deed (where applicable)			
NTN Certificate			
GST Certificate			
Affidavit (Non Black Listed)			

## TECH FORM 5

### MANUFACTURER / DISTRIBUTOR'S/RESELLER AUTHORISATION<sup>1</sup>

**To:** *[Name &Address of the Procuring Agency]*

WHEREAS *[name of the Manufacturer]* who are established, reputable & successful in bidding process *[name and/or description of the goods]* having factories at *[address of factory]* do hereby authorize *[name and address of Supplier/ Agent]* to submit a bid, and subsequently negotiate and sign the Contract with you against the Invitation for Bids (IFB) No. *[Reference of the Invitation to Bid]* for the goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 11 of the Instructions to the Bidders (ITB) Terms & Conditions for the goods offered for supply by the above firm against this Invitation for Bids.

Signature:-----.

Designation:-----

OfficialStamp:-----

---

<sup>1</sup>This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid.

**TECH FORM 6**

**Format for Summary of Similar Contracts (Completed & Ongoing)**

Name of Firm: \_\_\_\_\_

S#	Name of Contract	Location/Province/Country	Client with Address	Contract Cost (Rs. In Million)	Contract Duration		Completed as	Additional Information (if any)	Remarks
					Start Date	Completion Date	Single Firm or JV		
1	2	3	4	5	6	7	8	9	10

**TECH FORM 7**

**Format for CV-One Pager (Technical Resources)**

<b>Name</b>	
<b>Designation</b>	

**Education**

<b>Degree</b>	<b>Year</b>	<b>Institution Name</b>	<b>Subject</b>

**Certifications/ Trainings:***(copy of certificates to be attached)*

- 1.
- 2.

**Experience**

**Total IT Services Experience (Years):** \_\_\_\_\_

**Details of IT services Experience:**

<b>Company Name</b>	<b>Designation / Position</b>	<b>Experience Years / Months</b>

## FIN FORM 1

### Financial Proposal Submission Form (Part of Financial Bid Envelope)

[Location, Date]

To

Assistant Director (\_\_\_\_\_)

Strengthening of Ministry of Planning, Development & Reform in IT Project,  
Ministry of Planning, Development & Special Initiatives (MoPDSI), Islamabad

Dear Sir,

We, the undersigned, offer to provide the (*IT Equipment, Licensed Software & Misc. Items*) in accordance with your Bid Document dated \_(insert date)\_ and our Technical Proposal. Our attached Financial Proposal is for the sum of \_(insert amount in words and figures)\_. This amount is inclusive of all taxes and charges.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the bid/ proposal.

We also declare that the Government of Pakistan or Provincial Governments have not declared us ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Bid Document.

We understand you are not bound to accept any Proposal you receive.

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant.

Date:

Authorized Signature

(In full and initials)

Name and Designation of Signatory

Name of Firm

Address



**FIN FORM 2**

**Price Schedule**  
(To be provided to the Procuring Entity)

*UserNote: This form is to be filled by the Bidder and shall submit with Financial Proposal.*

Name of the Firm:

Bid.Ref.No:

Date of opening of Bid.

S. No.	Name of the Item	No. of Units	Unit Price	Total Value	Applicable Taxes	Total Price (Inclusive of all taxes)
1	2	3	4	5	6	7
				3*4		5+6
1	Mid-range Servers for Core Business Systems	2				
2	Video Conference system (complete solution)	1				
3	Video Wall (complete solution)	1				
4	LED screens	2				
	<b>GRAND TOTAL:</b>					

A) FINAL TOTAL PRICE:-----  
(Both in figures and words)

Signature:-----

Designation:-----

Date:-----

Official Stamp:-----

**SECTION-V**

**Eligible Countries**

## **Section V: Eligible Countries**

### **Country Eligibility for the Provision of Goods, Works and Services**

As an exception, firms of a Country or goods manufactured in a Country may be excluded if:

- 1) As a matter of law or official regulation, **the Purchaser's Country prohibits commercial relations with that Country**, provided that the Procuring Entity is satisfied that such exclusion does not preclude effective competition for the supply of the Goods or Works required, or
- 2) By an Act of Compliance with a Decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Purchaser's Country prohibits any import of goods from that Country or any payments to persons or entities in that Country.
- 3) For the information of Purchasers and bidders, at the present time firms, goods and services from the *following countries are excluded* from this bidding:
  - **Israel**
- 4) The bidder shall provide all the store / items mentioned in BOQ of Made in Pakistan "or" otherwise mentioned the country of origin (Country of Manufacture) of the offered / quoted equipment & all allied accessories. Equipment or any of its unit components quoted by the bidders must not be manufactured in Israel or India. Furthermore, the Bidder / Principle must not have any linkages with Israel or India regarding ownership, sponsoring and financing. In case any item may not confirm its country of origin, the bidder will provide the relevant documents to confirm the make and manufacture. (if any item during course of execution may not confirm about its make then bidder shall provide an affidavit in this regard).
- 5) The bidder shall provide Undertaking of no business relations, manufacture, technical assistance etc. from Israel & India pertaining.